

**CENTRAL TEXAS COLLEGE
DUAL CREDIT AGREEMENT
RICHARD MILBURN ACADEMY
(Commencing effective Academic Year 2023-2024)**

- A. This Dual Credit Agreement “DCA” shall commence upon the date of its execution and shall continue until such time as the DCA is terminated. The agreement is made and entered into by and between Central Texas College, P.O. Box 1800, Killeen, Texas, 76540-1800, hereinafter referred to as “CTC” and Richard Milburn Academy, 802 N 8th Street, Killeen, Texas, 76541 hereinafter referred to as “RMA”.
- B. The Purpose of this DCA is to approve the mechanism for the establishment of a dual credit partnership between CTC and RMA. The DCA is defined as an agreement between CTC and RMA that sets forth the process by which a high school student enrolls in a college course and receives simultaneous academic credit for the course from both the college and the high school, thus accelerating the transition from high school to post-secondary education. Dual credit is also referred to as a concurrent course credit; the terms are equivalent. The terms “faculty” and instructor” are used interchangeably.
- C. The DCA aligns with the statewide dual credit program goals through collaborative outreach efforts, advising, and support services, while maintaining the quality and rigor of dual credit courses.
- D. RMA’s Role and Responsibilities:
1. All instructional materials, such as books, handouts, calculators, etc., will be provided by RMA.
 2. RMA will pay invoiced tuition to CTC within net 30 days.
 3. Student transportation, if applicable, will be solely provided and paid for by RMA.
 4. The students will not meet for instructional time at the Richard Milburn Academy.
- E. CTC’s Role and Responsibilities:
1. CTC will hire all instructors including substitutes to teach the courses subject to the terms of this DCA.
 2. CTC will ensure that instructors and the curriculum meet the requirements of CTC, the Southern Association of Colleges and Schools Commission on Colleges, and the THECB.
 3. CTC will ensure that all dual credit courses taught at CTC or online are equivalent with respect to curriculum, materials, attendance requirements, instruction, method, and rigor as those courses offered at CTC Central Campus. The quality and rigor of the dual credit courses will be sufficient to ensure student success and subsequent courses.

4. CTC will provide academic and college support services to dual credit students as outlined in G.5 below.
 5. CTC will expect payment from RMA within net 30 days of invoice.
 6. CTC and RMA shall coordinate and participate jointly in parent and student information sessions, college visits, counselor training workshops, and other activities as set forth herein.
- F. Information about the dual credit program shall be made readily available by both CTC and RMA through their marketing materials to include student handbooks, rack cards, and shall also be available on a designated dual credit page on the Central Texas College website, www.ctcd.edu.
- G. Under this DCA the following conditions must be met in order for the student to receive college credit at CTC:
1. CTC Eligible Courses and Degree Programs:

The only courses that may be offered for dual credit are

- A) Courses in an active field of study curriculum developed by the Texas Higher Education Coordinating Board under Section 61.8235;
- B) Courses in CTC's Core Curriculum
- C) Foreign Language courses; and
- D) Career and Technical Education courses that apply to any certificate or associate degree offered by CTC including:
 - 1) Courses contained in the Workforce Education Course Manual (WECM);
 - 2) Courses with the following rubrics contained in the Academic Course Guide Manual (ACGM): ACCT, AGRI, BCIS, COSC, CRIJ, ENGR, HORT, RNSG

Courses offered for dual credit to RMA will be reviewed annually by CTC as necessary, and are attached to this document and shall be incorporated herein as they are amended. CTC shall present the list of offered courses to RMA no later than 10 days before the beginning of fall semester and such list will be applicable for the academic year.

All students shall be placed on a CTC degree plan or certificate of completion plan as applicable. The number of credits for a student to earn a CTC degree may not exceed 60 credits. Dual credit students who are taking CTC courses on a full-time status may be able to complete the associate degree within two years. Dual Credit eligible students may be allowed to continue in the dual credit program to earn more than 60 credits with prior signed, written permission from CTC and RMA.

2. Student Eligibility:

Student eligibility shall be determined by the requirements outlined in the Texas Administrative Code, *Rules Applying to All Public Institutions of Higher Education in Texas*,

Chapter 4, Subchapter D, 4.85(b)1-8. The current Central Texas College Course Catalog shall determine all admission and registration requirements.

Students will not be accepted into programs or courses after CTC late registration date. After late registration, transferring students must have been enrolled in a similar class and will be assessed on a case-by-case basis by the RMA Superintendent and the appropriate CTC Department Chair.

3. Location of Classes:

CTC offers dual credit courses to RMA on CTC Central Campus. Student presence on CTC campus is required. Courses may invoke a traditional lecture or blended (part lecture/part online) modality.

4. Student Composition of CTC Classes:

CTC, at its discretion, may enroll dual credit students attending classes on CTC Central Campus with mainstream college students and/or with high school students. All such enrollments shall be governed by the criteria set forth in the Texas Administrative Code, Chapter 4, *Rules Applying to All Public Institutions of Higher Education*. Chapter 4, Subchapter D, Section 4.85(d)1-3 and SACSCOC rules relating to Dual Credit.

5. Faculty Selection, Supervision, and Evaluation:

All dual credit faculty will conform to all CTC policies and procedures.

6. Academic Policies and Student Support Services:

The student must meet all CTC admissions requirements as published in the current CTC Course Catalog.

Student must adhere to the requirements, policies, and procedures as set forth in current CTC Student Handbook and CTC Course Catalog.

Students are expected to maintain academic honesty by refraining from academically dishonest behaviors (i.e., plagiarism, collusion, cheating). Academic misconduct sanctions are administered in accordance with policy and procedures set forth in the current CTC Course Catalog.

CTC Academic Advising will be available to all students throughout their enrollment with Central Texas College. Advisors will research student records, discuss obstacles, course sequence, prerequisites, career choice and fulfill a variety of other duties. In addition, CTC support services, such as the library services, tutoring, etc. are offered to students as needed and as applicable, with the goal being the student successfully completing the dual credit courses.

CTC Disability Support Services: Disability support services are available to dual credit students while taking dual credit courses and shall be administered consistent with the disability services afforded to college level students. Disability Support provided by RMA may not be consistent with such support services offered at the college level.

7. Student Program Entry Requirements:

Students must obtain approval from parent/guardian and high school counselor for enrollment each semester. The student must obtain approval from the high school counselor for all dual credit course changes and each new course enrollment request before enrollment.

The student must submit a CTC application with high school transcript, qualifying test scores (if applicable), and the Dual Credit/Early Admissions advising and registration form. In addition, the student must complete the Dual Credit/Early Admissions advising and registration form each semester that they enroll in dual credit courses. Students are required to provide their social security number on their admission application. Students will not be permitted to register for classes until a social security number is provided.

8. Transcribing of Credit:

College credit will be transcribed upon a student's completion of the course as defined in the current Central Texas College Course Catalog and Central Texas College Student Handbook, and in accordance with the Texas Administrative Code: Title 19, Part 1, Chapter 4, Subchapter D, rule 4.85.

9. Sources of Funding for Tuition, Transportation, Textbooks, and Payment:

RMA will claim all students in Average Daily Attendance for purposes of state aid. CTC will claim all other funding for all students receiving college credit in dual credit courses.

Tuition & Textbooks: Will be billed at the current in-district rate. Invoices to RMA are payable net 30 days. RMA will be billed per student. For any and all refunds where a student withdraws from a course or program, refunds are administered in according to the CTC refund schedule. Refunds for student withdrawals are calculated effective the date Dual Credit Programs Office receives notification of student withdrawal from RMA.

RMA is responsible for all costs of transportation of students as required under this DCA.

10. Metrics: The following metrics will be maintained by CTC:

- a. Student enrollment in postsecondary after high school;

- b. Time to degree completion;
- c. Semester credit hours to degree; and
- d. Analysis of measures of enrollment in and persistence through postsecondary education, disaggregated by student sub-population.

11. Accreditation and Standards:

The educational partners to this DCA are independent agencies accredited by various state and regional accrediting agencies. Each institution is responsible for meeting the standards established by the accrediting agencies under whose authority it awards degrees and certificates. No provision of this DCA shall be construed to limit the authority of any educational partner to meet its accreditation obligations.

12. Data Sharing: Data shall be provided by RMA to CTC. Information needed is listed in section 12 a-f. The data shall be provided in the following format: Either Microsoft Excel or Access. The file containing the data must be transmitted in a manner which conforms to CTC security standards. When transmitting files electronically, appropriate encryption must be used, and CTC must store this data securely once received.

RMA will provide:

- a) Enrollment information for all students:
 - 1. First Name, Last Name, Middle Initial;
 - 2. Social Security Number (SSN) for all U.S. Citizens and permanent residents. If student is not a U.S. Citizen or permanent resident, then the CTC ID or other student identifier may be used.
 - 3. Date of Birth (DOB);
- b) High School Attending;
- c) Date of High School graduation;
- d) Endorsement areas of each student;
- e) Special group identification, for example Early College Program or STEM; and
- f) Cumulative GPAs

H. Term: This DCA shall commence upon the date of its execution and shall continue until such time as the DCA is terminated.

I. Termination: This DCA may be terminated by either party providing thirty (30) calendar days' written notice to the other party. Such notice shall be hand delivered or sent by certified mail, return receipt requested, to the address of the respective parties listed above. However, such termination shall not take effect with regard to courses that have already begun and such courses shall be allowed to finish the term already begun. Likewise, courses which have not yet begun, but in which dual credit students are actually enrolled at the time of receipt of the notice of termination, shall be allowed to commence and finish that particular course for that particular term/semester. Upon receipt of notice of termination, the parties shall immediately cease to enroll students in a dual credit program under this DCA.

- J. To the extent permitted under Texas law and without waiving any defenses including governmental immunity, each party to this DCA agrees to be responsible for its own acts or failure to act, including acts of negligence which may arise in connection with any and all claims for damages, costs, and expenses to any person or persons and property that may arise out of or be occasioned by this DCA. Any provisions in this DCA are solely for the benefit of the parties to this DCA and are not intended to create or grant any rights, contractually or otherwise to any third party.

- K. Limitation of Liability. FOR BREACH OF ANY PROVISION HEREIN, THE LIABILITY OF THE DEFAULTING PARTY SHALL BE LIMITED TO DIRECT ACTUAL DAMAGES ONLY AND ALL OTHER DAMAGES AND REMEDIES ARE WAIVED. IN NO EVENT SHALL EITHER PARTY BE LIABLE TO THE OTHER PARTY FOR CONSEQUENTIAL, INCIDENTAL, OR INDIRECT DAMAGES IN TORT, CONTRACT, UNDER ANY INDEMNITY PROVISION OR OTHERWISE.

- L. This DCA shall not be assigned to any third person or entity without the express written and signed consent of the non-assigning party.

- M. This DCA contains the entire understanding and agreement between the parties and neither is relying on any promises or representations not contained herein. This DCA may be revised or modified in any fashion only by signed written agreement between the parties.

- N. This DCA is executed at Killeen, Texas, on the date of the last signature herein. This Agreement supersedes all prior DCA(s), verbal, and/or written agreements made between the parties as to the subject matter herein and shall commence upon the date of execution, and continue until such time as the Agreement is terminated.



 Dr. Robin Garrett, Provost/Vice Chancellor
 Academic and Student Success
 Central Texas College



 Jerel Showers, District CTE Coordinator
 Richard Milburn Academy

10/2/2023

 Date

10/16/2023

 Date

**Dual Credit Agreement between Central Texas College and Richard Milburn Academy
Office Technology Support Course Offering**

This Richard Milburn Academy Program of Study is aligned with the Business & Industry endorsement and with the Level One Certificate of Completion, Office Technology Support (OTSP5) offered at Central Texas College.

CTC	CTC	CTC Credits	RMA	RMA Credits
POFT 1329	Beginning Keyboarding	3	Touch System Data Entry 13011300	.5
POFT 1301	Business English	3	Business English 13011600	1
POFI 1301	Computer Applications I	3	Business Information Management II 13011500	1
POFT 1319	Records and Information Management I	3	Business Management 13012100	1
POFT 1325	Business Math Using Technology	3	Math Independent Study 3102500	.5
POFT 1309	Administrative Office Procedures I	3	Business Administration 13024400	1

Medical Office Technology Support Course Offering

This Richard Milburn Academy Program of Study is aligned with the Business & Industry endorsement and with the Level One Certificate of Completion, Medical Office Technology Support (OTMS5) offered at Central Texas College.

CTC	CTC	CTC Credits	RMA	RMA Credits
POFT 1329	Beginning Keyboarding	3	Touch System Data Entry 13011300	.5
POFT 1301	Business English	3	Business English 13011600	1
POFI 1301	Computer Applications I	3	Business Information Management II 13011500	1
HITT 1305	Medical Terminology I	3	Medical Terminology 13020300	1
POFT 1325	Business Math Using Technology	3	Math Independent Study 3102500	.5
POFM 1317	Medical Administrative Support	3	Health Informatics 13020960	1